



ADDISON TOWNSHIP PUBLIC LIBRARY
Oakland County, Michigan

FINANCIAL REPORT WITH
SUPPLEMENTARY INFORMATION

Year Ended December 31, 2004

AUDITING PROCEDURES REPORT

Issue under P.A. 2 of 1968, as amended. Filing is mandatory.

Local Government Type <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Government Name Addison Township Public Library	County Oakland
Audit Date December 31, 2004	Opinion Date March 9, 2005	Date Accountant Report Submitted to State: June 24, 2005	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- ☐ yes ☒ no 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ yes ☒ no 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☐ yes ☒ no 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ yes ☒ no 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ yes ☒ no 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ yes ☒ no 6. The local unit has been delinquent distributing tax revenues that were collected for another taxing unit.
- ☐ yes ☒ no 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year).
- ☐ yes ☒ no 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ yes ☒ no 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

We have enclosed the following:

	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	X		
Reports on individual federal financial assistance programs (program audits).			X
Single Audit Reports (ASLGU).			X

Certified Public Accountant (Firm Name) Campbell, Kusterer & Co., P.C.			
Street Address 512 N. Lincoln, Suite 100, P.O. Box 686		City Bay City	State MI
Accountant Signature Campbell, Kusterer & Co., P.C.		Zip 48707	

ADDISON TOWNSHIP PUBLIC LIBRARY
Oakland County, Michigan

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CAMPBELL, KUSTERER & CO., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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INDEPENDENT AUDITOR'S REPORT

March 9, 2005

To the Library Board
Addison Township Public Library
Oakland County, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of Addison Township Public Library, Oakland County, Michigan as of and for the year ended December 31, 2004, which collectively comprise the Library's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Addison Township Public Library's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Addison Township Public Library, Oakland County, Michigan as of December 31, 2004, and the respective changes in financial position thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1, the Library has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, as of January 1, 2004.

The Management's Discussion and Analysis and budgetary comparison information listed in the table of contents are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Campbell, Kusterer & Co., P.C.
CAMPBELL, KUSTERER & CO., P.C.
Certified Public Accountants

ADDISON TOWNSHIP PUBLIC LIBRARY
Oakland County, Michigan

MANAGEMENT'S DISCUSSION AND ANALYSIS
For the year ended December 31, 2004

The Management's Discussion and Analysis report of the Addison Township Public Library covers the Library's financial performance during the year ended December 31, 2004.

FINANCIAL HIGHLIGHTS

Our financial status remained stable over the last year. Net assets at December 31, 2004, totaled \$421,376.33 for governmental activities. Overall total capital assets remained approximately the same.

Overall revenues were \$190,515.49 from governmental activities. Governmental activities had a \$42,859.29 increase in net assets.

We did not incur any new debt.

OVERVIEW OF FINANCIAL STATEMENTS

This annual report consists of three parts, management's discussion and analysis, the basic financial statements and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the Library and the notes to the financial statements.

The first two statements are entity-wide financial statements and provide both long and short-term information about our overall financial status. These statements present governmental activities.

The remaining statements are fund financial statements, which focus on individual parts of the Library in more detail.

The notes to the financial statements explain some of the information in the statements and provide more detailed data.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

ENTITY-WIDE FINANCIAL STATEMENTS

The entity-wide statements report information about the Library as a whole using accounting methods used by private companies. The statement of net assets includes all of the Library's assets and liabilities. The statement of activities records all of the current year revenues and expenses regardless of when received or paid.

The two entity-wide statements report net assets and how they have changed. Net assets are the difference between the entity's assets and liabilities and this is one method to measure the entity's financial health or position.

Over time increases/decreases in the entity's net assets are an indicator of whether financial position is improving or deteriorating.

To assess overall health of the entity you may also have to consider additional factors such as tax base changes, facility conditions and personnel changes.

All of the activities of the Library are reported as governmental activities. This includes the General Fund.

ADDISON TOWNSHIP PUBLIC LIBRARY
Oakland County, Michigan

MANAGEMENT'S DISCUSSION AND ANALYSIS
For the year ended December 31, 2004

FUND FINANCIAL STATEMENTS

The fund financial statements provide more detailed information about the Library's funds, focusing on significant (major) funds not the Library as a whole. Funds are used to account for specific activities or funding sources. Some funds are required by law or bond covenants. The Library Board also may create them. Funds are established to account for funding and spending or specific financial resources and to show proper expenditures of those resources.

The Library has the following types of funds:

Governmental Funds: All of the Library's activities are included in the governmental fund category. These funds are presented on the modified accrual basis, which is designed to show short-term financial information. You will note that the differences between the Library's entity-wide statements and the fund statements are disclosed in reconciling statements to explain the differences between them. The Library's governmental funds include the General Fund.

FINANCIAL ANALYSIS OF THE LIBRARY AS A WHOLE

The Library's overall financial status is adequate to meet its current obligations in its present location.

FINANCIAL ANALYSIS OF THE LIBRARY'S FUNDS

The General Fund pays for all of the Library's governmental services.

Total expenditures for the year ended December 31, 2004, were \$149,178.80.

CAPITAL ASSET AND LONG-TERM DEBT ACTIVITY

The Library's governmental activities invested \$2,556.00 in capital assets.

The Library's governmental activities paid \$0 of principal on long-term debt.

KNOWN FACTORS AFFECTING FUTURE OPERATIONS

There are no known factors that will affect future operations.

CONTACTING THE LIBRARY'S MANAGEMENT

This financial report is designed to provide our taxpayers, creditors, investors and customers with a general overview of the Library's finances and to demonstrate the Library's accountability for the revenues it receives. If you have any questions concerning this report please contact the Library Director at 248-628-7180.

ADDISON TOWNSHIP PUBLIC LIBRARY
Oakland County, Michigan

GOVERNMENT-WIDE STATEMENT OF NET ASSETS
December 31, 2004

	<u>Governmental Activities</u>
ASSETS:	
CURRENT ASSETS:	
Cash in bank	254 692 47
Taxes receivable	<u>168 712 56</u>
Total Current Assets	<u>423 405 03</u>
NON-CURRENT ASSETS:	
Capital Assets	6 682 00
Less: Accumulated Depreciation	<u>(3 389 80)</u>
Total Non-current Assets	<u>3 292 20</u>
TOTAL ASSETS	<u><u>426 697 23</u></u>
LIABILITIES AND NET ASSETS:	
LIABILITIES:	
CURRENT LIABILITIES	<u>-</u>
Total Current Liabilities	<u>-</u>
NON-CURRENT LIABILITIES:	
Compensated absences	<u>5 320 90</u>
Total Non-current Liabilities	<u>5 320 90</u>
Total Liabilities	<u>5 320 90</u>
NET ASSETS:	
Invested in Capital Assets, Net of Related Debt	3 292 20
Unrestricted	<u>418 084 13</u>
Total Net Assets	<u>421 376 33</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>426 697 23</u></u>

The accompanying notes are an integral part of these financial statements.

ADDISON TOWNSHIP PUBLIC LIBRARY
Oakland County, Michigan

GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
Year ended December 31, 2004

	<u>Program Revenue</u>	<u>Governmental Activities Net (Expense) Revenue and Changes in Net Assets</u>
FUNCTIONS/PROGRAMS	<u>Expenses</u>	<u>Charges for Services</u>
Governmental Activities:		
Culture and recreation – library	<u>147 656 20</u>	<u>5 210 46</u>
		<u>(142 445 74)</u>
General Revenues:		
Property taxes		167 877 84
State revenue sharing		5 618 82
Penal fines		9 228 91
Interest		<u>2 579 46</u>
Total General Revenues		<u>185 305 03</u>
Change in net assets		42 859 29
Net assets, beginning of year		<u>377 617 04</u>
Net Assets, End of Year		<u>420 476 33</u>

The accompanying notes are an integral part of these financial statements.

ADDISON TOWNSHIP PUBLIC LIBRARY
Oakland County, Michigan

BALANCE SHEET – GOVERNMENTAL FUND
December 31, 2004

	<u>Total (General)</u>
<u>Assets</u>	
Cash in bank	254 692 47
Taxes receivable	<u>168 712 56</u>
Total Assets	<u><u>423 405 03</u></u>
<u>Liabilities and Fund Equity</u>	
Liabilities	
Total liabilities	<u>-</u>
Fund equity:	
Fund balance:	
Unreserved:	
Undesignated	423 405 03
Total fund equity	<u>423 405 03</u>
Total Liabilities and Fund Equity	<u><u>423 405 03</u></u>

The accompanying notes are an integral part of these financial statements.

ADDISON TOWNSHIP PUBLIC LIBRARY
Oakland County, Michigan

RECONCILIATION OF BALANCE SHEET OF GOVERNMENTAL FUND
TO THE STATEMENT OF NET ASSETS
December 31, 2004

TOTAL FUND BALANCE – GOVERNMENTAL FUND	423 405 03
Amounts reported for governmental activities in the statement of net assets are different because –	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheet:	
Capital assets at cost	6 682 00
Accumulated depreciation	(3 389 80)
Long-term debt liabilities are not due and payable in the current period and therefore are not reported in the governmental funds	
	<u>(5 320 90)</u>
TOTAL NET ASSETS – GOVERNMENTAL ACTIVITIES	<u><u>421 376 33</u></u>

The accompanying notes are an integral part of these financial statements.

ADDISON TOWNSHIP PUBLIC LIBRARY
Oakland County, Michigan

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -
GOVERNMENTAL FUND

Year ended December 31, 2004

	<u>Total (General)</u>
Revenues:	
Property taxes	167 877 84
Penal fines	9 228 91
State aid	5 618 82
Interest	2 579 46
Miscellaneous	<u>5 210 46</u>
Total revenues	<u>190 515 49</u>
Expenditures:	
Culture and recreation:	
Library:	
Wages	62 394 92
Payroll taxes	4 617 63
Pension	4 395 47
Professional services	4 032 18
Mileage	305 90
Books	19 814 93
Periodicals and videos	1 496 71
Rent	6 000 00
Insurance	5 966 00
Telephone	954 02
Utilities	909 59
Programming	1 073 55
Supplies	2 064 24
Automation services	26 920 40
Repairs and maintenance	475 00
Audit	1 600 00
Miscellaneous	3 602 26
Capital outlay	<u>2 556 00</u>
Total expenditures	<u>149 178 80</u>
Excess of revenues over expenditures	41 336 69
Fund balance, January 1	<u>382 068 34</u>
Fund Balance, December 31	<u><u>423 405 03</u></u>

The accompanying notes are an integral part of these financial statements.

ADDISON TOWNSHIP PUBLIC LIBRARY
Oakland County, Michigan

RECONCILIATION OF THE STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN
FUND BALANCE OF GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES

Year ended December 31, 2004

NET CHANGE IN FUND BALANCE – TOTAL GOVERNMENTAL FUND 41 336 69

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures; in the Statement of Activities,
these costs are allocated over their estimated useful lives as depreciation

Depreciation Expense	(1 033 40)
Capital Outlay	<u>2 556 00</u>

CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES	<u><u>42 859 29</u></u>
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The accompanying notes are an integral part of these financial statements.

ADDISON TOWNSHIP PUBLIC LIBRARY
Oakland County, Michigan

NOTES TO FINANCIAL STATEMENTS
December 31, 2004

Note 1 – Summary of Significant Accounting Policies

The accounting policies of the Addison Township Public Library, Oakland County, Michigan, conform to generally accepted accounting principles as applicable to governmental units.

Reporting Entity

The financial statements of the Library contain all the Library funds that are controlled by or dependent on the Library's executive or legislative branches.

The reporting entity is the Addison Township Public Library. The Library is governed by an elected Library Board. As required by generally accepted accounting principles, these financial statements present the Library as the primary government.

Government-Wide and Fund Financial Statements

The government-wide financial statements, (the Statement of Net Assets and the Statement of Changes in Net Assets) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. All the Library's government-wide activities are considered governmental activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes, intergovernmental payments and other items not properly included among program revenues are reported as general revenue.

Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. When an expense is incurred for purposes for which both restricted and unrestricted net assets are available, restricted resources are applied first.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

ADDISON TOWNSHIP PUBLIC LIBRARY
Oakland County, Michigan

NOTES TO FINANCIAL STATEMENTS
December 31, 2004

Note 1 – Summary of Significant Accounting Policies (continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation (continued)

The Library reports only one fund as follows:

- The General Fund is used to record the operations of the Library which pertain to maintaining and operating the Library. Included are all transactions related to the approved current operating budget.

Assets, Liabilities and Net Assets or Equity

Bank deposits and investments – Cash and cash equivalent investments include cash on hand, demand deposits, certificates of deposit and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

Receivables

Receivables have been recognized for all significant amounts due to the Library. Allowances for uncollectible accounts have not been provided for in that collection is not considered doubtful and any uncollected amount would be immaterial.

Inventories

All purchases of materials are reflected in expense when paid.

Property Taxes

Property taxes and other revenue that are both measurable and available for use to finance operations are recorded as revenue when earned.

Properties are assessed as of December 31 and the related property taxes become a lien on December 1 of the following year. These taxes are due on February 14 with the final collection date of February 28 before they are added to the County delinquent tax rolls. The Library 2004 tax roll millage rate was .5817 mills and the taxable value was \$290,007,233.00.

Encumbrances

Encumbrances involving the current recognition of purchase orders, contracts and other commitments for future expenditures are not recorded.

Capital Assets

Capital assets are defined by the Library as assets with an initial cost of more than \$500.00 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost. Donated assets are reported at estimated fair market value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Equipment

5-10 years

ADDISON TOWNSHIP PUBLIC LIBRARY
Oakland County, Michigan

NOTES TO FINANCIAL STATEMENTS
December 31, 2004

Note 1 – Summary of Significant Accounting Policies (continued)

Compensated Absences (Vacation and Sick Leave)

The estimated current portion of the liability for vacation and sick leave benefits attributable to the Library's governmental funds is recorded as an expenditure and liability in the respective funds. Employees may accumulate an unlimited number of days of vacation leave and are paid for one half of unused sick leave upon termination of employment.

Post-employment Benefits

The Library provides no post-employment benefits to past employees.

Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

Accounting Change

Effective January 1, 2004, the Library implemented the provisions of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments* (GASB No. 34). Changes to the Library's financial statements as a result of GASB No. 34 are as follows:

A Management's Discussion and Analysis (MD&A) section providing analysis of the Library's overall financial position and results of operations has been included.

Government-wide financial statements (Statement of Net Assets and Statement of Activities) prepared using the full accrual accounting for all the Library's activities have been provided.

Capital assets in the governmental activities column of the Statement of Net Assets include net assets totaling \$3,292.20.

Note 2 – Budgets and Budgetary Accounting

The following procedures are followed in establishing the budgetary data reflected in these financial statements:

1. Prior to the beginning of the fiscal year, the proposed budget for each budgetary fund is submitted to the Library Board for consideration.
2. The proposed budgets include expenditures as well as the methods of financing them.
3. Public hearings are held to obtain taxpayer comments.
4. The budgets are adopted at the activity level by a majority vote of the Library Board.
5. The budgets are adopted on the modified accrual basis of accounting.

ADDISON TOWNSHIP PUBLIC LIBRARY
Oakland County, Michigan

NOTES TO FINANCIAL STATEMENTS
December 31, 2004

Note 2 – Budgets and Budgetary Accounting (continued)

6. The originally adopted budgets can be amended during the year only by a majority vote of the Library Board.
7. The adopted budgets are used as a management control device during the year for all budgetary funds.
8. Budget appropriations lapse at the end of each fiscal year.
9. The budgeted amounts shown in these financial statements are the originally adopted budgets with all amendments that were approved by the Library Board during the fiscal year.

Note 3 – Deposits and Investments

Michigan Compiled Laws, Section 129.91, authorizes the Library to deposit and invest in the accounts of federally insured banks, credit unions, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States; United States government or federal agency obligation repurchase agreements; banker's acceptance of United States banks; commercial paper rated within the two highest classifications, which mature not more than 270 days after the date purchase; obligations of the State of Michigan or its political subdivisions which are rated as investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Financial institutions eligible for deposit of public funds must maintain an office in Michigan.

The Library Board has designated two banks for the deposit of Library funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in all investments authorized by state law as listed above.

The Library's deposits and investments are in accordance with statutory authority.

The Governmental Accounting Standards Board Statement No. 3, risk disclosures for the cash deposits are as follows:

	<u>Carrying Amounts</u>
Total Deposits	<u>254 692 47</u>
Amounts in the bank balances are without considering deposits in transit or uncleared checks.	
	<u>Bank Balances</u>
Insured (FDIC)	154 920 77
Uninsured and Uncollateralized	<u>106 192 35</u>
Total Deposits	<u>261 113 12</u>

The Library did not have any investments as of December 31, 2004.

ADDISON TOWNSHIP PUBLIC LIBRARY
Oakland County, Michigan

NOTES TO FINANCIAL STATEMENTS
December 31, 2004

Note 4 – Capital Assets

Capital asset activity of the Library's Governmental activities for the current year was as follows:

	<u>Balance 1/1/04</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 12/31/04</u>
<u>Governmental Activities:</u>				
Equipment	4 126 00	2 556 00	-	6 682 00
Total	4 126 00	2 556 00	-	6 682 00
Accumulated Depreciation	(2 356 40)	(1 033 40)	-	(3 389 80)
Net Capital Assets	<u>1 769 60</u>	<u>1 522 60</u>	<u>-</u>	<u>3 292 20</u>

Note 5 – Changes in Long-Term Debt

A summary of changes in long-term debt follows:

	<u>Balance 1/1/04</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance 12/31/04</u>
Compensated absences	2 310 64	3 010 26	-	5 320 90
Total	<u>2 310 64</u>	<u>3 010 26</u>	<u>-</u>	<u>5 320 90</u>

Note 6 – Risk Management

The Library is exposed to various risks of loss related to property loss, torts, errors, omissions, and employee injuries (workers' compensation). The Library has purchased commercial insurance for property loss, torts and workers' compensation claims. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

Note 7 – Pension Plan

The Library has a defined contribution pension plan covering substantially all full-time employees. The Library contributes 10% of each employee's prior year annual wages to the plan. Pension expense for the year ended December 31, 2004, was \$4,395.47.

ADDISON TOWNSHIP PUBLIC LIBRARY
Oakland County, Michigan

BUDGETARY COMPARISON SCHEDULE - GENERAL FUND
Year ended December 31, 2004

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget Over (Under)</u>
Revenues:				
Property taxes	160 296 00	160 296 00	167 877 84	7 581 84
Penal fines	6 400 00	6 400 00	9 228 91	2 828 91
State revenue sharing	5 000 00	5 000 00	5 618 82	618 82
Interest	2 500 00	2 500 00	2 579 46	79 46
Miscellaneous	<u>2 800 00</u>	<u>2 800 00</u>	<u>5 210 46</u>	<u>2 410 46</u>
Total revenues	<u>176 996 00</u>	<u>176 996 00</u>	<u>190 515 49</u>	<u>13 519 49</u>
Expenditures:				
Culture and recreation:				
Library:				
Wages	63 000 00	63 000 00	62 394 92	(605 08)
Payroll taxes	5 500 00	5 500 00	4 617 63	(882 37)
Pension	5 000 00	5 000 00	4 395 47	(604 53)
Professional services	5 000 00	5 550 00	4 032 18	(1 517 82)
Mileage	600 00	600 00	305 90	(294 10)
Books	34 000 00	34 000 00	19 814 93	(14 185 07)
Periodicals and videos	2 500 00	2 500 00	1 496 71	(1 003 29)
Rent	7 000 00	6 000 00	6 000 00	-
Insurance	5 000 00	6 000 00	5 966 00	(34 00)
Telephone	1 600 00	1 200 00	954 02	(245 98)
Utilities	3 600 00	1 000 00	909 59	(90 41)
Programming	1 500 00	1 500 00	1 073 55	(426 45)
Supplies	3 500 00	3 500 00	2 064 24	(1 435 76)
Automation services	28 355 00	28 355 00	26 920 40	(1 434 60)
Repairs and maintenance	1 000 00	1 000 00	475 00	(525 00)
Audit	1 500 00	1 600 00	1 600 00	-
Miscellaneous	2 800 00	6 600 00	3 602 26	(2 997 74)
Contingency	4 447 00	1 091 00	-	(1 091 00)
Capital outlay	<u>2 000 00</u>	<u>3 000 00</u>	<u>2 556 00</u>	<u>(444 00)</u>
Total expenditures	<u>177 902 00</u>	<u>176 996 00</u>	<u>149 178 80</u>	<u>(27 817 20)</u>
Excess (deficiency) of revenues over expenditures	(906 00)	-	41 336 69	41 336 69
Fund balance, January 1	<u>906 00</u>	-	<u>382 068 34</u>	<u>382 068 34</u>
Fund Balance, December 31	<u>-</u>	<u>-</u>	<u>423 405 03</u>	<u>423 405 03</u>

CAMPBELL, KUSTERER & CO., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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AUDIT COMMUNICATION AND REPORT OF COMMENTS AND RECOMMENDATIONS

March 9, 2005

To the Library Board
Addison Township Public Library
Oakland County, Michigan

We have audited the financial statements of the Addison Township Public Library for the year ended December 31, 2004. As required by auditing standards generally accepted in the United States, the independent auditor is required to make several communications to the governing body having oversight responsibility for the audit. The purpose of this communication is to provide you with additional information regarding the scope and results of our audit that may assist you with your oversight responsibilities of the financial reporting process for which management is responsible.

AUDITOR'S RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES

We conducted our audit of the financial statements of the Addison Township Public Library in accordance with auditing standards generally accepted in the United States. The following paragraph explains our responsibilities under those standards.

Management has the responsibility for adopting sound accounting policies, for maintaining an adequate and effective system of accounts, for the safeguarding of assets, and for devising an internal control structure that will, among other things, help assure the proper recording of transactions. The transactions that should be reflected in the accounts and in the financial statements are matters within the direct knowledge and control of management. Our knowledge of such transactions is limited to that acquired through our audit. Accordingly, the fairness of representations made through the financial statements is an implicit and integral part of management's accounts and records. However, our responsibility for the financial statements is confined to the expression of an opinion on them. The financial statements remain the responsibility of management.

The concept of materiality is inherent in the work of an independent auditor. An auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than those items of lesser importance or those in which the possibility of material error is remote.

For this purpose, materiality has been defined as "the magnitude of an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement."

An independent auditor's objective in an audit is to obtain sufficient competent evidential matter to provide a reasonable basis for forming an opinion on the financial statements. In doing so, the auditor must work within economic limits; the opinion, to be economically useful, must be formed within a reasonable length of time and at reasonable cost. That is why an auditor's work is based on selected tests rather than an attempt to verify all transactions. Since evidence is examined on a test basis only, an audit provides only reasonable assurance, rather than absolute assurance, that financial statements are free of material misstatement. Thus, there is a risk that audited financial statements may contain undiscovered material errors or fraud. The existence of that risk is implicit in the phrase in the audit report, "in our opinion."

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In the audit process, we gain an understanding of the internal control structure of an entity for the purpose of assisting in determining the nature, timing, and extent of audit testing. Our understanding is obtained by inquiry of management, testing transactions, and observation and review of documents and records. The amount of work done is not sufficient to provide a basis for an opinion on the adequacy of the internal control structure.

SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies are described in Note 1 to the financial statements.

OTHER COMMUNICATIONS

Auditing standards call for us to inform you of other significant issues such as, but not limited to, 1) Accounting estimates that are particularly sensitive because of their significance to the financial statements or because of the possibility that future events affecting them may differ markedly from management's current judgments; 2) Significant audit adjustments that may not have been detected except through the auditing procedures we performed; 3) Disagreements with management regarding the scope of the audit or application of accounting principles; 4) Consultation with other accountants; 5) Major issues discussed with management prior to retention; and 6) Difficulties encountered in performing the audit.

We have no significant issues, regarding these matters, to report to you at this time. Audit adjustments were minimal, and are available to review.

GASB 34 IMPLEMENTATION

The Governmental Accounting Standards Board issued a new reporting model for governmental units which was required to be implemented for the fiscal year ended December 31, 2004. The implementation of this pronouncement for the Addison Township Public Library began with the year ended December 31, 2004. The daily operations and recording transactions did not change significantly, however, the Library is required to maintain additional records for the year end adjustments to the final presentation format.

COMMENTS AND RECOMMENDATION REGARDING INTERNAL CONTROLS/ COMPLIANCE/ EFFICIENCY

Our procedures disclosed the following conditions that we would like to bring to your attention:

SEGREGATION OF DUTIES

A separation of duties between persons who authorize transactions and persons who have control over the related assets does not always exist.

The least desirable accounting system is one in which an employee is responsible for executing the transaction and then recording the transaction from its origin to its ultimate posting in the General Ledger. This increases the likelihood that intentional or unintentional errors will go undetected. In most cases, adequate segregation of duties substantially increases control over errors without duplication of effort.

We understand that due to the size of needed staff, a proper segregation of duties may be impractical and the "cost to benefit" relationship may not justify the addition of accounting staff to accomplish the desired segregation.

These conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our audit of the Library's financial statements and this communication of these matters does not affect our report on the Library's financial statements, dated December 31, 2004.

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SUMMARY

We welcome any questions you may have regarding the foregoing comments and we would be happy to discuss any of these or other questions that you might have at your convenience.

Sincerely,

Campbell, Kusterer & Co., P.C.

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Certified Public Accountants